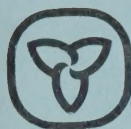




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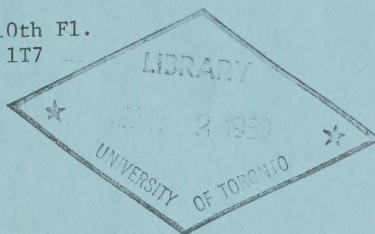
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Volume 1, number 1, January 9, 1978

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Library News

With this issue the Labour Library is starting a new series beginning with volume 1, number 1, January 9, 1978. The Labour Relations, Employment and Human Rights Library Bulletin will comprise 1 issue per month. A new combined issue of the former Safety and Technical series of the Labour Research Library and the Occupational Health series of the former Occupational Health Library will be issued twice a month. The combined section will be called Occupational Health and Safety, Science and Technology.

NEW SERIES ANNOUNCED

The Library is pleased to announce the introduction of a new bibliographic series entitled LABOUR TOPICS. Subjects of current interest to the labour field will be covered in short, selected bibliographies to be published monthly. The first issue - January 1978 - lists references to "Job Sharing", a topic presently under considerable discussion by both employers and employees. Topics planned for future include "Tripartism", "Bank Unionization", and "Paid Educational Leave". Please contact the Library should additional copies of LABOUR TOPICS be required.

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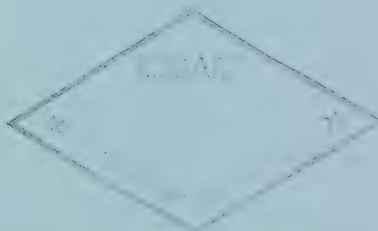
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Volume 1, number 5, February 20, 1978

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Volume 1, no. 11, April 17, 1978

LABOUR RELATIONS, EMPLOYMENT AND HUMAN RIGHTS

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Library News

Ellen Clark and Janice Reynolds, University of Toronto Library School students, have joined the staff for the summer. Isabella MacTavish is on leave for May and June to complete her masters' degree at Queens University. Lucina Thomas and Dale McDonough have resigned from the staff and Lucina is now the librarian at the United Steelworkers' Toronto office.

To serve the greatly expanded staff of the Ministry of Labour, especially the recently formed Occupational Health and Safety Division and to operate within budgetary restrictions the library has been forced to make some changes in its policies.

Ministry staff at 400 University Avenue should no longer ask for books on the request form. Please come to the library to borrow new books. Remember to bring the call number of the item with you. Photocopies of journal articles should still be requested on the form to allow time to have them made at the Photocopy Centre.

We regret that we can no longer lend books outside the Ministry of Labour except on interlibrary loan. We have had to discontinue the very time-consuming deposit system. Material may still be used in the Library, which is open from 8:30 a.m. to 5 p.m. Monday to Friday. A coin-operated photocopy machine is available for use in the library at 10 cents a page.

For photocopies from the bulletin, other than Interlibrary Loan, to non-Ontario government personnel the charge is still 12 cents a page but a minimum charge of \$5.00 per order has been instituted to help defray photocopying, handling and mailing costs.

Some popular items from the bulletin have long waiting list. Most of these are not of sufficient long-term interest to justify purchasing extra copies so the Library will reduce the loan period of these to 7 days until the waiting list is eliminated.

Library News

The Library now has American Labor Unions' Constitutions and Proceedings, Part II on microfilm. However, the supplements to these constitutions and proceedings are not scheduled for shipment until August (A - F) and November (G - K).

The Library has replaced the paper edition of the International Labour Office : Legislative Series by the more complete microfiche version for 1919 - 1970. The years 1971 to the present will still be in paper form.

The Labour Canada Regional Supplement Newspaper Clipping Service is now received weekly by the Library. These files are stored in the periodical display shelf area.

CIVIL RIGHTS

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- 1514 Institute of Economic Affairs. Liberty and equality / Lord
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- 1515 Lester, Richard A. Antibias regulation of universities:
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- 1519 Practising Law Institute. New trends in public employee
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- 1524 Michigan State University. School of Labor and Industrial
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- 1528 Institute of Personnel Management. Testing people at work / Frank Sneath, Manab Thakur and Bruce Medjuck. -- London, 1976. HF 5549.5 .E5 .I59
- 1529 Organisation for Economic Co-operation and Development. Towards full employment and price stability / Paul McCracken ... (et al). -- Paris, c1977. HD 5724 .069

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- 1531 Wallington, Peter. Discrimination, equal pay and the living changing law. In Personnel management, v. 10, no. 1, 1978, pp. 28-31.

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- 1532 Borovoy, A. Alan. Bugging Canada: the protection of privacy and the wiretap law. In Perception, v. 1, no. 3, 1978, pp. 28-30.
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- 1600 Feldman, Lloyd. OECD nations launch youth job programs. In Worklife, v. 3, no. 3, 1978, pp. 2-8.
- 1601 Green, Ernest G. PSE is a primary U.S. effort. In Work-life, v. 3, no. 3, 1978, pp. 11-12.
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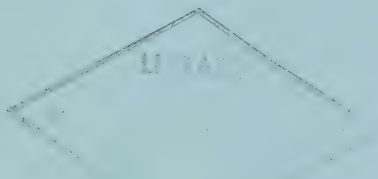
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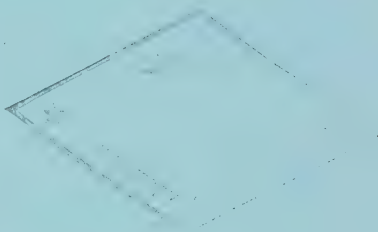
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Volume 1, no. 17, June 19, 1978

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- 2265 Industrial gerontology. New York: National Council on the Aging, quarterly. Superseded by aging and work.
- 2266 The Serials librarian. New York: Harworth Press, quarterly.
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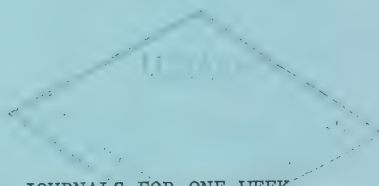
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With this first issue of volume 2, the numbering of issues has been revised. Occupational Health and Safety has become Part A and will continue to be issued twice monthly. Labour Relations, Employment will become Part B, issued once a month.

The mailing survey has been completed and the library staff appreciate the excellent response. The information received will be used to update the mailing list for both parts of the Bulletin.

Occupational Health and Safety Topics

A series of brief bibliographies has been inaugurated with this issue of the Bulletin. The series is entitled Occupational Health and Safety Topics and will list references in areas of current and general interest to the occupational health and safety field. This new series is a companion to Labour Topics which has been included in the Labour Relations Bulletin since January of this year and have proved to be very popular. Certain bibliographies may be of interest to Labour and Management and will therefore accompany both sections of the Bulletin. The first topic in the new series is Safety and Health Committees.

Library Catalogues

With the assistance of summer students, the Occupational Health catalogue has been amalgamated with the main Labour Library catalogue. Author, title and subject entries are interfiled in a dictionary arrangement.

Although library users will now need to consult only one catalogue in their search for information, they will undoubtedly discover problems which will require a great deal of staff time to resolve. Subject headings are not always consistent, and author entries vary, especially for government departments. Library staff will be glad to assist any users having difficulties locating material in the catalogue or on the shelves.

Please note that the catalogues at the south end of the library containing the subject indexes of journal articles have not been amalgamated. This will not be possible until at least next summer. There are four catalogues: occupational health (and some safety); occupational safety (and some health); the CIS occupational health and safety file; and the industrial relations, employment standards and human rights file.

Indexes and Abstracts - Survey

With the increased use of on-line data bases the printed indexes and abstracts are not used as much as previously. With increasing costs the library must examine its need carefully in all areas. Lists of these indexes have been placed on the table in that area. Every time an index is used for a search please check this on the list, with your name, department and date. This will require little time and will be very helpful in deciding which indexes are essential and which can be discontinued.

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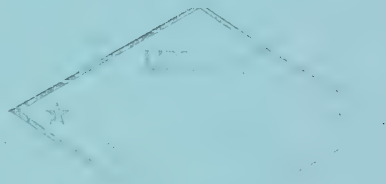
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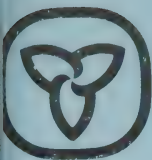
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To enable the library staff to cope with the increasing demand for interlibrary loans Ministry personnel are requested to observe the following rules.

Interlibrary loans should be directly related and essential to an employee's work. A minimum of two weeks should be allowed for an item to be obtained. A new form has been designed to facilitate filling requests and should be filled out in full for each item. A supply of these will be sent to regional offices and laboratories. Others may obtain forms from the library. Books must be returned to the Labour library at least two days prior to the due date at the original lending library. The library will charge back overdue fines but please remember that overdues discredit the library and future requests may be refused.

Outside libraries borrowing from the Labour library should continue to use standard CLA interlibrary loan forms or Ontario Government Interministerial ILL forms. There is still no charge for this service but the library will not lend valuable material unless messenger pick-up and delivery services are provided.



REFERENCE

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Vol. 3, Part B, no. 1, 1979

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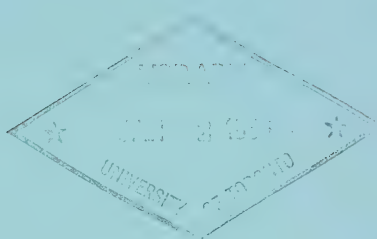
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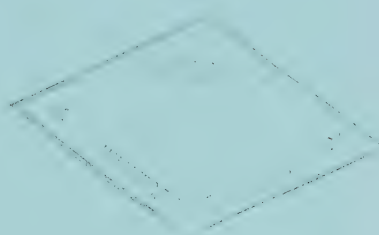
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Fran Krayewski, our reference librarian, whose subject specialty was employment standards, human rights and related areas, has resigned. She will be greatly missed and we all wish her happiness in her new position at the Imperial Oil Library.

Library school students will be helping to staff our reference desk for the next few weeks. It may be necessary for library clients to leave requests for reference service until a regular staff member is available. New reference request forms are available for this purpose and we hope their use will facilitate service. (Sample enclosed).



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Library News

Staff Changes

A temporary staff reorganization will become effective August 1st, for approximately eight months, while the study of library services and procedures continues.

John Wilson will begin a special assignment to study automation procedures for cataloguing, periodicals control, journal indexing, bulletin production, etc.

Ron Squires of the Systems and ADP Branch will also be working on this project.

Gilliam Simpson will replace John as the occupational health and safety reference librarian. She has a Bachelor of Environmental Studies degree from the University of Waterloo and a Master of Library Science degree from the University of Toronto. She has worked at the Waterloo University Library and has been temporarily replacing the librarian at the Industrial Accident Prevention Association.

Jane Jones will work at the front desk as receptionist and circulation clerk. She has a B.A. from the University of Toronto and completed her first year of library science at U.B.C.

Library Hours

Library users are reminded that the library is open from 9 to 5, Monday to Friday, for circulation and for individual study. Reference service at the reference desk or from subject specialists is available only from 9:30 to 3:30. Reference requests, including telephone calls, should be restricted to those hours. This is particularly important now as we will have new reference staff and our summer library school assistants will be leaving, reducing the total reference staff. Reference staff are also responsible for book selection, assigning of classification numbers and subject headings, journal indexing, Bulletin production, special bibliographies, and computerized data base searching, thus restricting the number of hours available for public service. Quality of reference service depends directly on these other aspects of library service.

Legislative Library - Policy Changes

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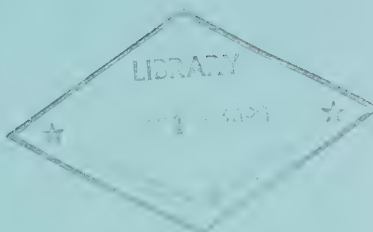
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Library News

Review of Service policy

Library service policy will be studied for the next three months by Susan Klement of Information Resources. She will be considering the extent of library service of what quality and to whom it should be provided. This will involve examining such areas as collection development, circulation procedures, reference service, journal indexing and the Library Bulletins. She will be requesting interviews and suggestions from a variety of library users. Comments from Bulletin recipients will also be very welcome.

New Consolidation of Regulations of Canada

The Consolidation of Regulations under the Statutes of Canada to December 31, 1977 has just been received. This nineteen-volume set is available for reference in the main library and the OLRB branch library. (Main library call number Can./YX2/20/1978). This is the first consolidation since 1955 and will be a valuable addition to the libraries resources.

RECENT ADDITIONS TO THE LIBRARY AND A SELECTION OF
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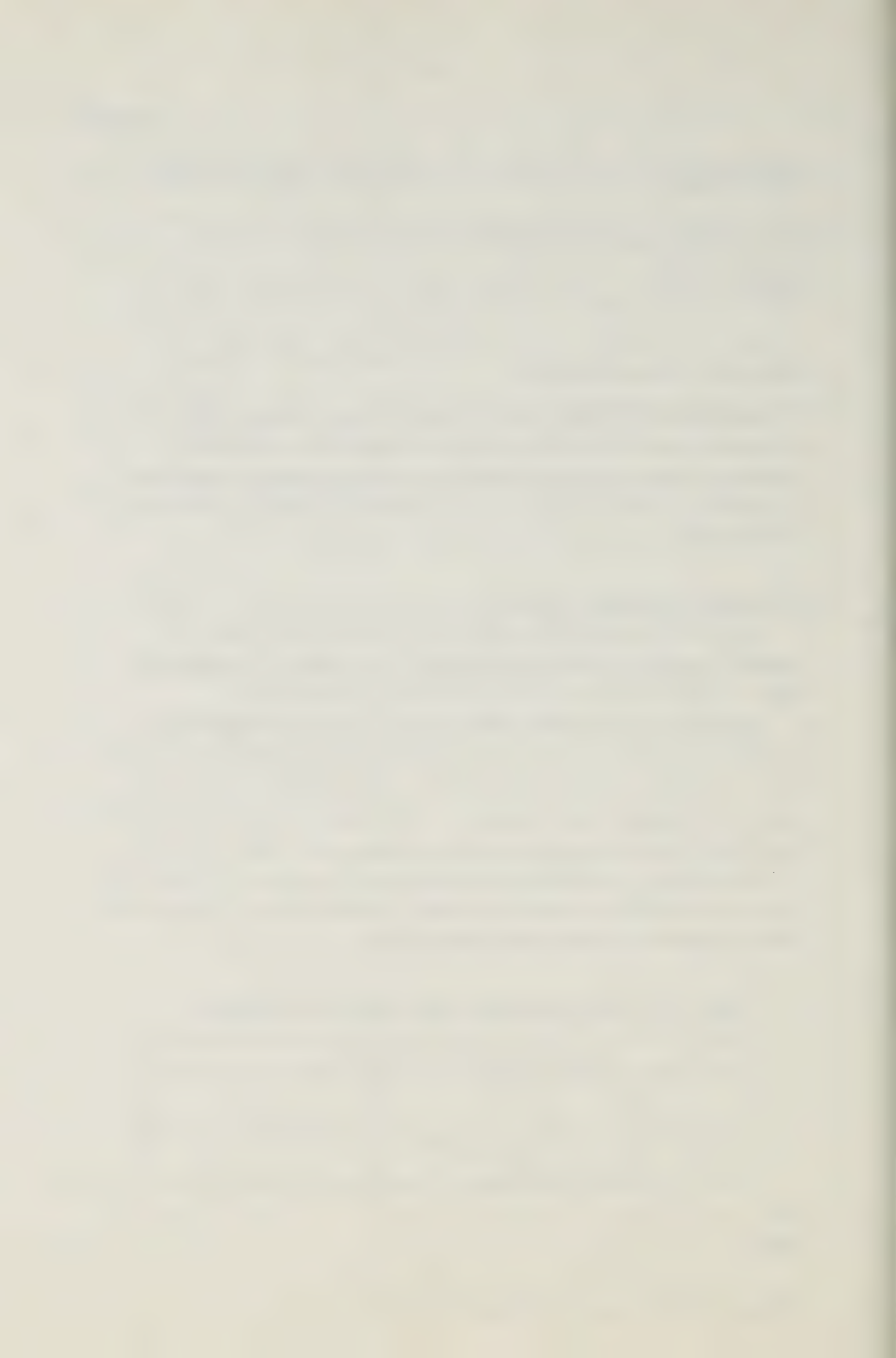
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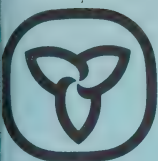
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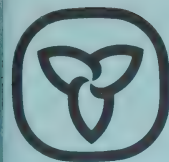
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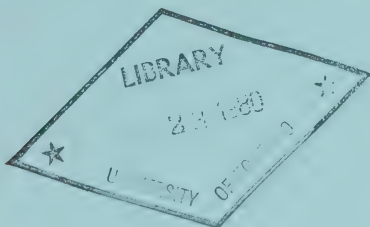


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LIBRARIAN FOR OCCUPATIONAL HEALTH AND SAFETY

Brian Morrison was formerly the Librarian of the Environmental Protection Service, Environment Canada, Ontario Region, and a consultant for research and preparation of bibliographies for Concordia University and McLean, Hunter Ltd.

LIBRARIAN FOR MANPOWER, EMPLOYMENT STANDARDS, HUMAN RIGHTS, WOMEN'S BUREAU, AND EMPLOYMENT OF THE HANDICAPPED

John Ford has been the Librarian at the Resource Centre of the Cross-cultural Communications Centre, whose collection covers issues of immigration, multiculturalism and race relations.

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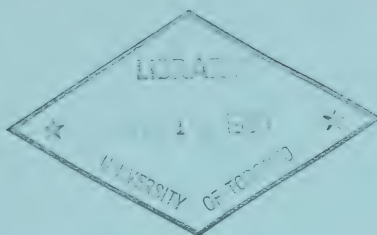


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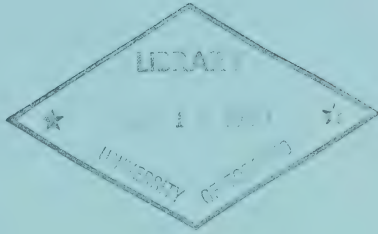
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Readers will notice some changes in the Bulletin format this month and some further modifications may be necessary as its production is changed over to partially automated procedures.

The most significant is the separation of catalogued material - books, reports, etc, from indexed items - journal and proceedings, articles, pamphlets, data sheets, etc. Although the user will now have to look at two separate sections for each subject, it should eliminate confusion that sometimes occurred as to the form of the items. Books will now be identified only by the "call number". This is the classification number which appears on the spine of the book itself and is the unique guide to where it is shelved in the Library. Bulletin users are reminded that current material does not circulate outside the Ministry.

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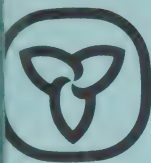
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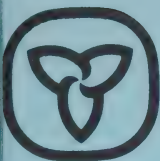
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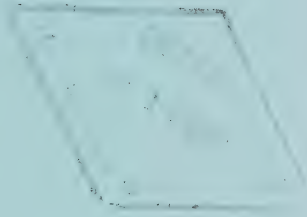
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SEXUAL HARASSMENT

(PART 3)

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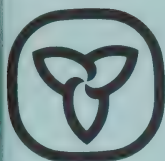
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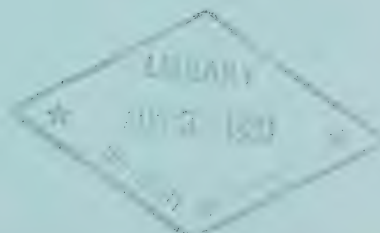
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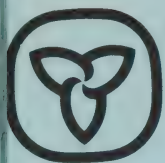
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Ontario
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Library
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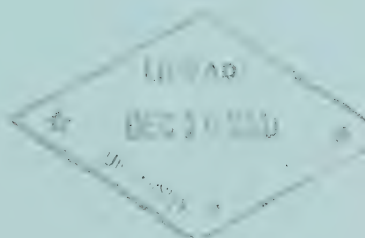
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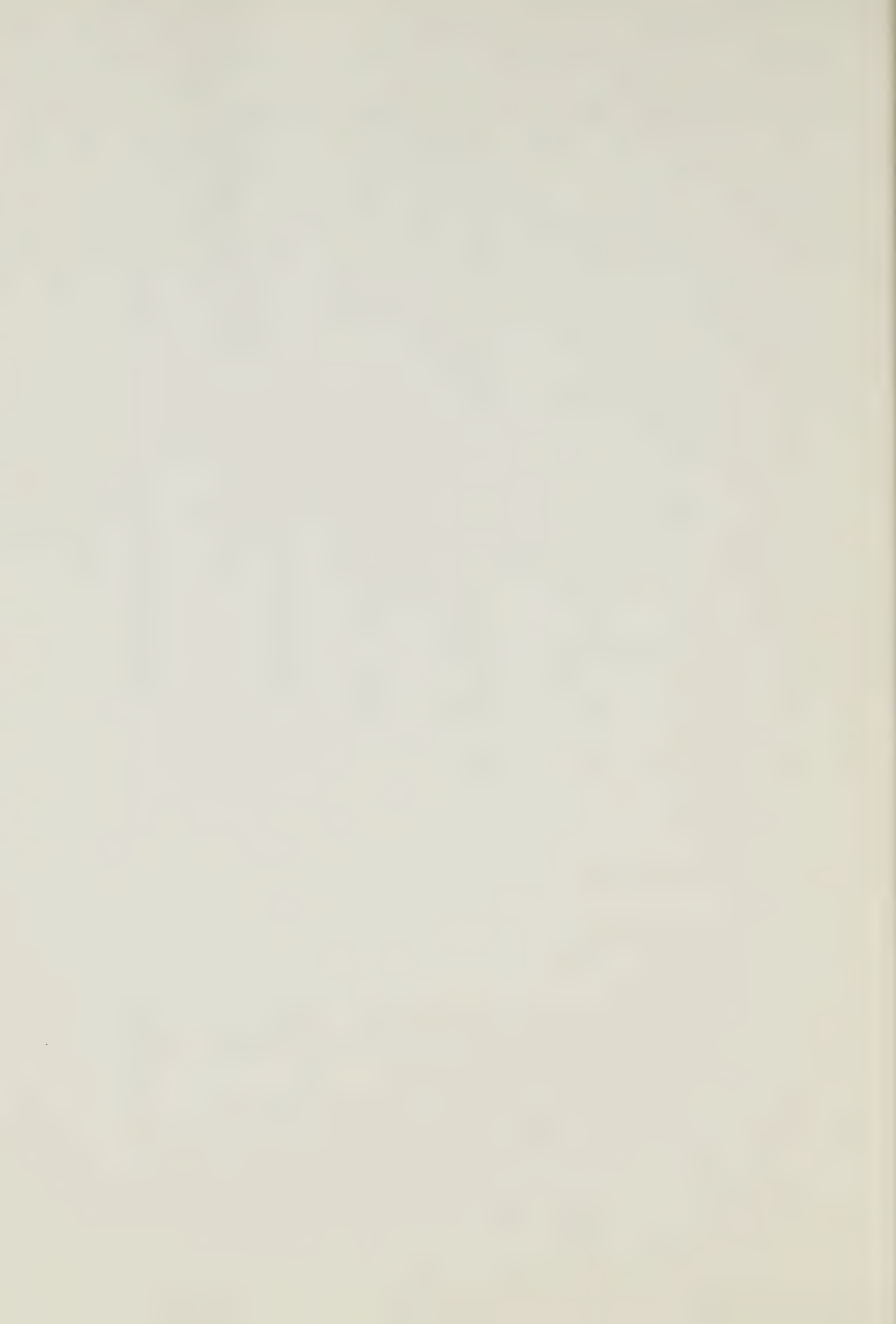
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